

To Obtain a Certificate of Residency

Certificates of Residency applications for community college:

Albany County has sent up an online applications process which [is available at Certificate of Residency](#).

Please read the requirements below before clicking this link as Step 4 (pick up) is currently not an option and your document will be sent electronically

Step 1

Who can obtain a Certificate of Residency

Certificate of Residency is only available to **community college students who reside in the Town of Colonie**.

Step 2

Complete application form online

Are you ready to apply?

The application form can be obtained online through the [Albany County Department of Management and Budget](#). *Please read Step 3 before beginning the application process*

You may also complete the application form in its entirety and bring it to the Albany County Division of Finance (Room 117, First Floor, 112 State Street, Albany). You will need to present the completed form with your identification documents. To save yourself an extra trip, please be sure to read the instructions and make sure you have followed them.

Step 3

Provide proof of residency

Applicants must prove the following information:

- The applicant **must** be a New York State Resident for one full year prior to college registration date.
- The applicant must prove that they have resided in Albany County for the six months prior to college registration date.

Acceptable Identification Documents:

Us Citizens

- Driver's license
- Voter Registration Card
- Official business mail
- W-2 of previous year
- NYS TAP information
- Car registration

- Rent receipt
- Tax bill or prior year income tax return
- High school transcript
- Bank statement or lease agreement

Non-Us Citizens

- Passport
- Green card
- Income tax filings
- Filed applications for permanent residency
- **MUST** provide proof of legal entry to US

Need to know:

All documents must be in applicant's name and demonstrate requirements listed above.

Step 4

Your Certificate of Residency Will Be Sent Electronically

Once the online application and proof is submitted, if acceptable, the County will send the Certificate of Residency electronically to the college you indicate on the application and you will receive an email confirmation. In the event the application and/or proof is rejected, or if additional information is needed, you will receive an email notification of that as well.

Need to know:

Additional questions concerning the application, please contact the Albany County Division of Finance at [\(518\) 447-7070](tel:5184477070) or visit [their website](#).

Need to know:

There is no fee for a Certificate of Residency.